

**SECRET**

DDI 72 1479
Executive Registry
72 847/3

12 APR 1972

DDI S E G I S T R  
FILE *Personnel 5*

MEMORANDUM FOR: Deputy to the DCI, Intelligence Community  
 Director of National Estimates  
 General Counsel  
 Inspector General  
 Legislative Counsel  
 Director for Planning, Programming and Budgeting

SUBJECT : E Career Service Promotion and Ranking Procedures

1. I have completed my review of the existing promotion practices of the various components of the Office of the Director with a view toward standardizing these procedures where appropriate.

2. Under past practices, promotion recommendations were made to the Heads of Offices by supervisors and/or panels established to competitively rank candidates for promotion. If approved by the Office Head, the promotion requests were forwarded to the Administrative Officer/DCI (AO/DCI) who conducted an administrative review and checked promotion headroom against the Career Service Grade Authorization. From time to time an Office Head might consult with the Executive Director-Comptroller if in the Office Head's judgment an anticipated promotion should receive Executive Director-Comptroller consideration. With the exception of Supergrade promotions, the greater number of actions were sent directly by the AO/DCI to the Office of Personnel for final processing.

3. In order to establish a more structured procedure within the Office of the Director for careerists carrying the E, EN and EL designation, the following procedures will be implemented:

a. Supergrade Promotions

Semi-annually, the AO/DCI will request Supergrade promotion recommendations from the DCI Offices. The Heads of the Offices and I will meet formally to consider all of the recommendations received. The request for recommendations and my meeting with the Office Heads will take place prior to the April and October submission dates for Supergrade recommendations to the Director.

b. Promotions to GS-10 through GS-15

Each Office will establish a formal panel or panels to meet and competitively rank employees at grade levels GS-09 through GS-14. Panel membership will be selected by the Office Head and should provide for representation from the different elements of his Office. Those requests for promotion to GS-10 through GS-15 receiving the approval of the Office Head will be subject to administrative review by the AO/DCI and will not require my personal approval.

GROUP 1 Excluded from automatic downgrading and declassification
---

**SECRET**

SECRET

Competitive evaluation for promotions to grades GS-10 through GS-15 and submission of personnel actions will be on a scheduled semi-annual basis. I believe January and July will be appropriate dates to conduct these promotion reviews. Unless there are overriding considerations for submitting certain individual actions between now and July 1972, this semi-annual schedule will be instituted next July.

c. Promotion through GS-09

Competitive evaluations and promotions to grades GS-09 and below will be handled at the discretion of the Office Heads. Recommendations for promotions to these grade levels will be routed through the AO/DCI for administrative review prior to submission to the Office of Personnel. Promotions to GS-09 and below will not be subject to the semi-annual schedules established for grades GS-10 and above.

4. Those elements of the Office of the Director that do not fall under the immediate jurisdiction of an Office Head, i.e., Info Addressees, will abide by the promotion schedules identified above; however, since establishing a panel is impractical because of the small size of those elements, all promotion recommendations will be forwarded through the AO/DCI to the Executive Director-Comptroller for final action.

5. Any questions regarding these procedures should be referred to the AO/DCI.



W. E. Colby

Executive Director-Comptroller

25X1

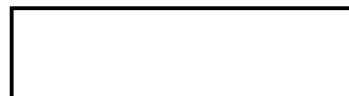
Info Addressees:

Office of the Director  
Historical Staff  
Office of the Assistant to the DCI  
USIB Executive Secretariat  
Executive Registry

cc:

AO/DCI  
DD/S

(Note: OP rec'd by directly fm ER.



14 Apr 72. ea } 25X1

SECRET

Approved For Release 2006/11/21 : CIA-RDP84-00780R004800100007-4

<b>TRANSMITTAL SLIP</b>		DATE
<b>TO:</b> Deputy Director for Support		
ROOM NO.	BUILDING	
REMARKS:  <i>Noted at M. M. 4/13/72</i> <i>R</i>		
<b>FROM:</b>		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241

REPLACES FORM 36-8

(47)


Approved For Release 2006/11/21 : CIA-RDP84-00780R004800100007-4

2-29-72

RSW

OP is drafting a  
memo for Ex. Dir. Compt  
signature to Independent  
Officer Chief  
implementing the  
attached.



  
23 FEB 1972

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
	UNCLASSIFIED		CONFIDENTIAL
			SECRET
<b>OFFICIAL ROUTING SLIP</b>			
TO	NAME AND ADDRESS	DATE	INITIALS
1	DD/S		
2			
3			
4			
5			
6			
	ACTION	DIRECT REPLY	PREPARE REPLY
	APPROVAL	DISPATCH	RECOMMENDATION
	COMMENT	FILE	RETURN
	CONCURRENCE	INFORMATION	SIGNATURE
<b>Remarks:</b>			
<b>FOLD HERE TO RETURN TO SENDER</b>			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
Executive Director-Comptroller			28 Feb 72
	UNCLASSIFIED		CONFIDENTIAL
			SECRET

**SECRET**

FILE

REGISTRY  
Personnel 3

72-347/2

25 February 1972

DD/S 72 0788

**MEMORANDUM FOR: Director of Personnel**

**SUBJECT : E Career Service**

**REFERENCE : Memo to ExDir from D/Pers dated  
8 Feb 72, Same Subject**

Thank you for this helpful memorandum on a possible E Career Service. I concur with your conclusions. I do suggest, however, that we add to them the following points:

a. A call for Supergrade promotion recommendations be issued by the AO/DCI semiannually and the resulting recommendations gathered together for consideration by me with the heads of the offices at a formal meeting.

b. The offices be required to have some kind of a formal meeting or panel at which promotions through GS-15 would be considered and recommended. The participants in such a meeting should, of course, be selected by the office head, but I would expect that it would provide some representation from the different elements of his office.

c. After the office head approval, promotion actions through GS-15 should be subject only to administrative review and not my personal approval.

d. Office promotion consideration and actions should be on a scheduled semiannual basis. I would like to be informed of the results.

WEC

W. E. Colby  
Executive Director-Comptroller

Attachment

cc: DD/S

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET**

DD / S

FILE

Personal 5

2 FEB 1972

MEMORANDUM FOR: Executive Director-Comptroller  
THROUGH : Deputy Director for Support  
SUBJECT : E Career Service  
REFERENCE : Memo for D/Pers fr ExDir-Compt dtd 12 Jan 72, Same Subject

1. Referent memorandum requested my thoughts as to how a panel might be established within the E Career Service for competitive review of promotion recommendations coming from the various elements of the Office of the Director.

2. There are currently three Career Service designations carried by employees serving in the overall E Career Service: The E designation; the EN designation, for employees in the Office of National Estimates; and the EL designation, for employees serving in the Offices of General Counsel and Legislative Counsel. Each has its own Career Service Grade Authorization.

3. Tab A is a table indicating the numbers of employees within the Office of the Director and the independent offices who carry the E, EN (formerly IV), and EL Service designations; included in the tabular statistics are employees who carry other than the E designation (representing Career Services in the four major Directorates).

4. In the past, promotion recommendations in the various elements of the Office of the Director were made by supervisors or panels to the Heads of Offices. If approved, the promotion actions were forwarded to the Administrative Officer/DCI, authenticated by that officer in terms of promotion headroom, and if below GS-12 forwarded to the Office of Personnel for processing and if to GS-12 and above, submitted to the Executive Director-Comptroller for final approval. Currently all promotion actions are being forwarded to the Executive Director-Comptroller for final approval.

5. Supergrade promotions are, of course, proposed on a periodic basis in April and October of each year. It is suggested that these recommendations can best be evaluated by you and the Office Heads against your supergrade ceiling allocation, following the practices that exist in the four Agency Directorates.

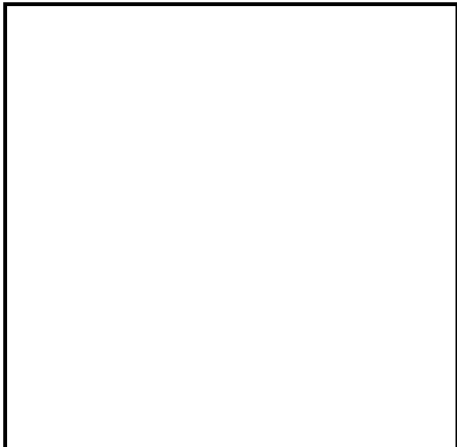
6. With regard to the establishment of a panel for competitive review of promotion recommendations, the figures given in Tab A have some significance. For example, the following provides the number of total E, EN and

**SECRET**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

**SECRET**

EL designees at all grades and the number of these designees in the GS-11 to GS-14 bracket:

	<u>Total</u>	<u>GS-11 through GS-14</u>
O/DCI		
PPB		
IG (Audit)		
NIPE		
EN (ONE)		
EL (OGC/OLC)		

25X1

The two largest groups of employees carrying the E designation (Audit Staff and ONE) do use a panel system for competitive review of promotions. I would hope that in the enlarged NIPE organization a panel system will be established. It might also be appropriate to establish a panel for the O/DCI. Beyond that I do not believe a panel made up of representatives of the various E components, all of which involve unlike functions, would be very effective. It is further suggested that the numbers involved within the grades GS-11 to GS-14 are rather small to require overall competitive rankings by a formal panel.

7. I am sure you realize that as Head of the Personnel Career Service I can make promotions through GS-15 without the official approval of the Deputy Director for Support. This is true for all Office Heads in the DDS, the DDI and the DDS&T. In the Clandestine Service, panel recommendations provide the basis for promotion actions with an administrative-type approval by CSPS representatives. It is my opinion that the Heads of the independent offices in the E Career Service should have the same prerogative.

8. It should be noted that those employees serving in elements of the Office of the Director who carry career designations other than the E, EN or EL fall under the competitive reviews and rankings of their own Career Services. Obviously, recommendations for promotion can be made at any time, but the recommendations are made to the parent Career Service for action at such time the parent Career Service panels meet for their overall reviews. This is the normal practice throughout the Agency.

9. In summary, I suggest you consider the following:

a. The review and approval of supergrade actions be conducted semi-annually on the basis of deliberations between you and your Office Heads.

**SECRET**



**SECRET**

b. The Office Heads, using their own panel systems where appropriate, continue to review and recommend promotions through grade GS-15. Further, that these promotion actions be subject to administrative review only to determine that they are technically correct.

c. If you prefer to retain approval authority at the GS-11 through GS-15 level, the reviews and recommendations of the Office Heads should be made on a semi-annual basis and submitted to you for approval at that time.

10. I recognize that the above answer is not responsive to your request for my thoughts on how a panel might be established within the E Career Service for competitive review of promotion recommendations. If you do not agree with my recommendations but still desire an E Career Service Panel, we will suggest a suitable structure.

/s/Harry B. Fisher

Harry B. Fisher  
Director of Personnel

Att

Distribution:

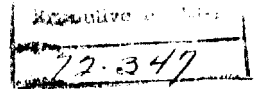
Orig - Addressee  
1 - Executive Registry  
2 - DD/S *(initials)*  
1 - D/Pers Subject  
1 - D/Pers Chrono

OD/Pers/HBFisher:pjg (8 Feb 72)

**SECRET**

**Page Denied**

**CONFIDENTIAL**



12 January 1972

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Support

SUBJECT : E Career Service

A recent case suggested to me the desirability that a panel be established within the E Career Service for competitive review of promotion recommendations coming from the various elements of the Office of the Director. Could you give me your thoughts as to how this might be done, providing fair representation from OGC, OLC, OIG, ONE, OPPB, and NIPE Staff, as well as the individuals in the O/DCI. I would prefer that such a panel review and rank individuals proposed for promotion, on a periodic basis, rather than having individual recommendations forwarded to me directly and sporadically by the head of the office concerned.

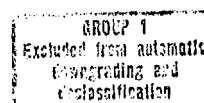
A rectangular box used to redact the signature of the Executive Director-Comptroller.

W. E. Colby

Executive Director-Comptroller

25X1

**CONFIDENTIAL**



Approved For Release 2006/11/21 : CIA-RDP84-00780R004800100007-4

Note:

Approx 9 Feb - Shirley, O/ExDir,  
was advised that this paper  
is "en route" (suspense date  
was 3 Feb 72).

p.

Approved For Release 2006/11/21 : CIA-RDP84-00780R004800100007-4

Joe  
FOR YOUR INITIALS. —

I AGREE WITH HARRY —

FOR TWO REASONS —

1. IN PRINCIPLE —

2. ITS TIME WE  
DISAGREED WITH A COLBY  
PROPOSAL!

B

FORM NO. 237 Use previous editions  
1-67

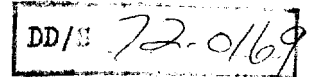
(40)

Orig - D/Pers w/orig of att (DD/S 72-0169)

✓ 1 - DD/S subject w/cy of att

Approved For Release 2006/11/21 : CIA-RDP84-00780R004800100007-4

**CONFIDENTIAL**



12 January 1972

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Support

SUBJECT : E Career Service

A recent case suggested to me the desirability that a panel be established within the E Career Service for competitive review of promotion recommendations coming from the various elements of the Office of the Director. Could you give me your thoughts as to how this might be done, providing fair representation from OGC, OLC, OIG, ONE, OPPB, and NIPE Staff, as well as the individuals in the O/DCI. I would prefer that such a panel review and rank individuals proposed for promotion, on a periodic basis, rather than having individual recommendations forwarded to me directly and sporadically by the head of the office concerned.

/s/ WEC

W. E. Colby  
Executive Director-Comptroller

**CONFIDENTIAL**

